



## Utility Rate Analyst

**Department:** Utilities

**Class Code:** 1423

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/08/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in expense and revenue analysis and recommends rates and rate design policy and procedures; and performs related work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Evaluates and makes recommendations regarding utility rates, policy and procedures; compiles statistical reports on revenue projections and related revenue requirements; evaluates and recommends methods to improve data gathering and storage capabilities within the Utility's accounting/financial system; develops and maintains computer rate model; compiles written documentation regarding financial/rate related data suitable for presentations; compiles running totals of water and sewage treatment purchased from and sold to other Utilities; analyzes and interprets trends to assist in planning capital and operating budgets; may conduct special studies, such as cost of service, revenue requirements and cost allocation; compiles and maintains water and sewer rates, charges and other fees; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of mathematical and analytical principles; of accounting and finance as related to public utilities; of PC spread sheet program; considerable skill in evaluating and summarizing financial data; in effective oral and written communications; in working with others in achieving goals.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a bachelor's degree in finance, accounting, quantitative analysis or related field and three years of experience in a utility rate environment gathering and analyzing accounting and statistical information to generate reports and make rate related recommendations; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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